

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL11220				
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other (Show any positions replaced)				
3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field				
4. Employing Office Location ORLANDO, FL				
5. Duty Station ORLANDO, FL				
6. OPM Certification No. 1234				
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				
8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				
9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				
11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				
12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive				
13. Competitive Level Code 1234				
14. Agency Use				
15. Classified/Graded by a. U.S. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office				
16. Organizational Title of Position (if different from official title) INFORMATION MANAGEMENT ANALYST				
17. Name of Employee (if vacant, specify) PG 09 NOV 9				
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				
19. Employee review - This is an accurate description of the major duties and responsibilities of my position. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
20. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				
21. Position Classification Standards Used in Classifying/Grading Position PCS FOR COMPUTER SPEC SERIES, GS-334; PCS FOR TELECOMMUNICATIONS SERIES, GS-391; PCS FOR ADMIN & PROGRAM SERIES, GS-301.				
22. Information for Employees. The standards, and information on their application, available in the personnel office. The classification of the position may be reviewed, corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
23. Position Review a. Employee (optional) b. Supervisor c. Classifier				
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777				
25. Description of Major Duties and Responsibilities (See Attached)				

INTRODUCTION

This position is located in the Chief of Staff, Information Systems Division, Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organization and four project managers. The primary purpose for this position is to perform project management functions within the STRICOM Information Management Arena (IMS) to integrate emerging technological capabilities into the existing architecture base.

MAJOR DUTIES

1. Performs project management functions within STRICOM providing guidance and advice insuring emerging technological capabilities integrate into the existing architecture base while maintaining an effective utilization towards implementing end user products. Establishes appropriate business cases supporting recommended approaches on implementation strategies outlining specific technical solutions. Markets recommendations of technological advancements having a major impact on the current and planned application of IMA resources expended towards meeting the information requirements of the Command. Responsibilities include planning, organizing, managing tasks and resources to accomplish execution of proof of concept prototypes with consideration of constraints on time and costs. Achieves specific objectives within deadlines and budget, tracks project requirements in terms of manpower, dollars, etc. Develops annual hardware/software advanced technology budget to support technology research. Solicits functional requirements from STRICOM end users. Quantifies functional requirements and generates project schedules that outline resources (i.e. dollars and personnel). Presents to management the anticipated functional requirements for approval and priority. Works as an Integrated Process Team Project Director. Updates Management Information Systems (MIS) Board monthly on Information

Management System projects, schedules, and purchases/budget. Provides status reports on projects/integration/budget to the Director for Management, and Chief, Information System Management Branch.

35%

2. Serves as a Project Director, coordinating and integrating technical efforts into products, which satisfy information management requirements. Recommends, formulates and develops policy and procedural changes when appropriate, to enhance/improve Division and Command productivity.

25%

3. Continually keeps abreast of technology advances in the automation arena and makes recommendations pertaining to new hardware, software and communications that will enhance STRICOM's automation architecture. Maintains contact with contracting officials, representatives of professional organizations, executives of business and industrial firms and persons of equivalent level in DOD. Contacts occur in scheduled meetings, conferences, briefings and presentations on technical issues regarding hardware, software and/or communications. These contacts often influence the commitment of funding for AMC-wide automation acquisitions or the development of AMC-wide technical policies/procedures. Develops technical specifications and associated procurement documentation to acquire any hardware, software or communication required to complete automation prototypes/projects. Reviews technical proposals submitted by vendors. Performs Contracting Officer Technical Representative (COTR) functions for automation contracts.

20%

4. Serves as an IPT member by providing consultation, systems analyses and innovative techniques/designs for STRICOM's information management needs. Applies technologies in the area of system administration, office automation, data communications, and local area networking (LAN). Provides research and evaluation of state-of-the-art technological areas related to system administration, office automation, data communications, and local area networking (LAN). Specializes in analyzing functional requirements, coordinating efforts with a cross representation of Subject Matter Experts with the primary goal of providing a recommended solution to meet the specified requirement(s).

25%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED - Level 1-7 - 1250 Points

- Mastery of one or more major subsystem areas (e.g. local area networks/data communications software, operating systems, data base management systems, electronic mail, programming languages, etc.) with an emphasis on data base management system software and programming languages/graphical user interfaces, (i.e. client/server technology).

- Knowledge of a wide range of computer techniques, requirements, methods, sources and procedures; operating systems software, specialty software, hardware, communications and system interrelationships.

- Knowledge of computer diagnostic techniques, computer performance measurement tools, and computer security policies and procedures. Knowledge of ADP policies and procedures. Knowledge of long range hardware/software architecture planning/requirements.

- Ability to evaluate proposals, monitoring the design and development stages of software/hardware advanced technology solutions and formulating policies and strategies required to integrate new ADP technology into the current hardware, software and communications architecture.

- Knowledge of managerial methods and procedures. Ability to function as a project/program leader, to coordinate the efforts of the team in the implementation of major command/directorate-wide programs and to serve as a primary authoritative source of state-of-the-art information in subject matter specialty areas. Ability to recommend hardware/software solutions and brief on short or long range automation objectives.

- Knowledge of ADP procurement policies/procedures. Ability to develop technical specifications and other procurement documentation to include economic analyses in support of the acquisition of hardware/software/communications associated with automation projects.

- Ability to prepare supporting business cases for all recommendations pertaining to advance technology integration into the existing automation baseline.

FACTOR 2. SUPERVISORY CONTROLS - Level 2-4 - 450 Points

Works under very general administrative supervision. The immediate supervisor consults with the incumbent on matters such as developing broad aspects of assignments and long-term milestones to be achieved. Incumbent plans and carries out assignments independently, analyzing requirements, interprets policies/procedures, and develops solutions in accordance with established mission objectives. Employee integrates and coordinates the work of others and resolves any conflicts that arise. The employee keeps management abreast on the progress of projects, potential controversial matters or far-reaching implications. Completed work is reviewed from overall standpoint in terms of feasibility; compatibility with other work or effectiveness in meeting requirements or achieving expected results.

FACTOR 3. GUIDELINES - Level 3-4 - 450 Points

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees. Often these guidelines do not apply specifically to particular complex and technically difficult management situations, thus requiring use of a high degree of judgment and creativity of selecting, interpreting and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied. The employee uses initiative in researching state-of-the-art technologies to develop improved methods to satisfy particular requirements. The employee demonstrates resourcefulness in assigned projects by formulating new design concepts and integrating the work of others, as the project/program leader. The employee is recognized throughout the agency as an expert in a software specialty area. The employee applies judgment in evaluating the significance of new technological advances and advises management on the advantages/impacts of incorporating the new technology into the current hardware/software/communications architecture, ROIs, break-even points, qualitative and quantitative analyses in the form of a formal business case.

FACTOR 4. COMPLEXITY - Level 4-5 - 425 Points

Assignments consist of projects characterized by the need for significant departures from established practices. They typically involve significant depth of technical analysis of user requirements and applicable system/communication software

and computer equipment, including the need to integrate various computer equipment, and various components of the user's information architecture. Decisions regarding what is to be done are complicated by the novel or obscure nature of the problems and/or special requirements for organization and coordination with representatives from other activities, and associated architectural environment. The complexity is augmented by the necessity to analyze diverse requirements and expectations of the customer community, and the ability to integrate them in a comprehensive manner that satisfy the majority of the requirements, effectively utilizing all available resources. Technical difficulty is exceptional, such as developing major items of system software which numerous conditions, options, and machine characteristics must be considered. Integration of client/server COT software presents an unknown layer of complexity when coupled with existing architecture baselines. Ability to facilitate meetings with representatives of the subject business area being studied in order to establish cooperative relationships, present controversial and critical observations, recommendations and convince others to accept proposals with which they may strongly disagree.

FACTOR 5. SCOPE AND EFFECT - Level 5-4 - 225 Points

Projects and assignments require coordination and integration of project efforts or studies, resolving critical problems in agency-wide systems or development of new approaches or techniques for use by others. Employee serves as a technical expert in a specialty area or as a project coordinator and integrator in carrying out one-of-a-kind efforts. Work significantly effects the work of other experts throughout the agency or in other agencies.

FACTOR 6. PERSONAL CONTACTS AND 7. PURPOSE OF CONTACTS
Level 3C - 180 Points

Personal contact includes commanders, deputies, management analysts, budget analysts, program/project managers and other Army/DOD specialists and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sectors. Independently presents controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization. Continual liaison with industry trading partners required to implement revised business practices.

Purpose of contact is to influence others to utilize particular technical methods or procedures, or to persuade others to cooperate in meeting objectives when there are problems in securing cooperation.

FACTOR 8. PHYSICAL DEMANDS - Level 8-1 - 5 Points

Work is mostly sedentary. Occasionally there is stress from having to work within a short time frame to complete a particular task.

FACTOR 9. WORK ENVIRONMENT - Level 9-1 - 5 Points

Most work is conducted in a typical office setting, which includes adequate lighting, ventilation and shelter. Special safety precautions are not required.

POINTS: 2890

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11220001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."